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MINUTES OF GEOGRAPHY DIVISION STAFF MEETING, 12 November 1959

25X1A9a

PRESENT: [REDACTED]

1. NIS Chapter IX Schedules

25X1A9a

25X1A9a [REDACTED] will meet with [REDACTED] early next week preparatory to a briefing of the NIS Committee to be given by [REDACTED] 25X1X7

2. Visit of [REDACTED]

25X1A9a 25X1X7

[REDACTED] will brief [REDACTED] tomorrow. Others will be called in if [REDACTED] area of interest is broader than now indicated. 25X1X7

3. Records Reduction

A representative of the DCI is to take up the problem of records storage, which is two-fold: a. Materials are piling up too fast at Records Center. b. Far more safes are presently in use than can be housed in the new building. [REDACTED] recommended that Branch and Staff Chiefs consider changes in procedure that will reduce the amount of incoming materials that are retained. Further, consideration will in time have to be given to the reduction of safes to be taken with us. The layout of D/GG space in the new building is currently under discussion with the new building staff, and blueprint copies will be provided for planning use as soon as a final layout is established. 25X1A9a

4. Foreign Travel, January-June 1959

The group discussed what trips should be included in the Division biannual forecast.

5. Suggestions Awards Program

The group was requested to remind all personnel of the existence of the program, its essentialness, and the rewards that are available.

25X1A9 [REDACTED] noted that consideration should also be given to the Incentive Awards program in the Agency.

6. Man-Hour Sheets

The form presently in use was discussed and suggestions for improvement made. Copies of an agreed revision will be circulated for final comment before the substitution is made (see attached).

7. Responsibilities in Research and Reports

Questions regarding the listing in the Minutes of the Staff of 4 November are to be taken up at the next meeting.

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